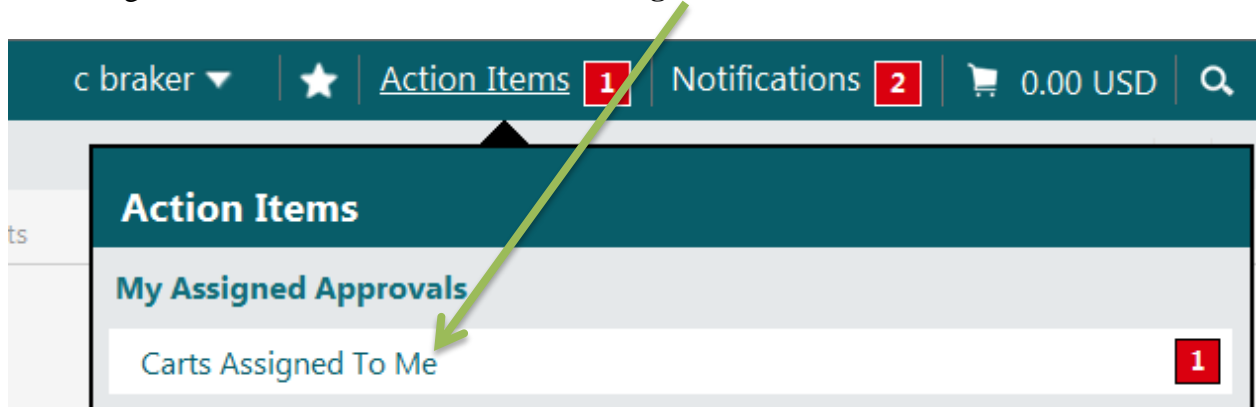


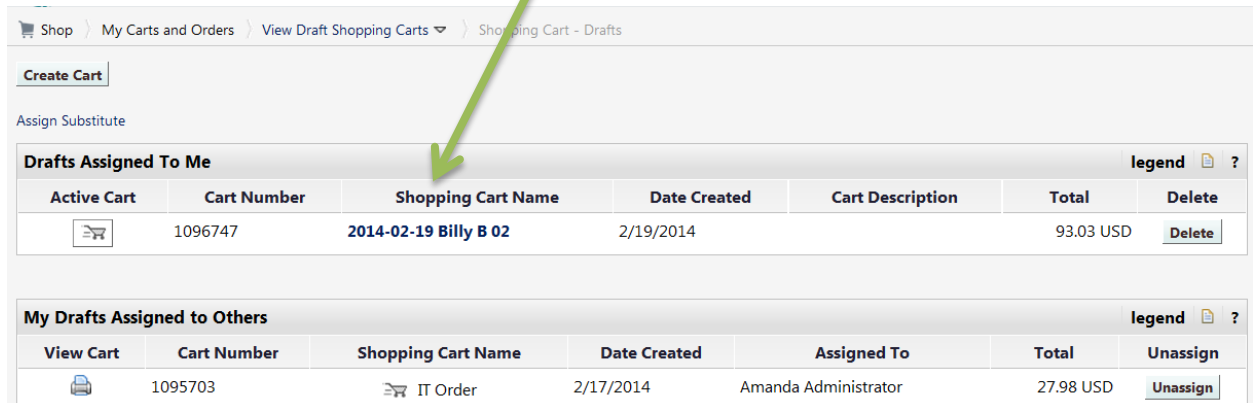
Reviewing an Assigned Cart



The purpose of this lesson is to demonstrate how a Purchaser can review a cart assigned to him or her by another Purchaser.

1. In the banner area at the top of the page, the **Action Items** area displays the number of carts assigned to the user. Click on the **Carts Assigned to Me** link to access the carts.



2. The Drafts Assigned to Me area only displays for users who have one or more carts assigned to them. Click on the **Shopping Cart Name** to access the cart for review and submission.



Shop > My Carts and Orders > View Draft Shopping Carts > Shopping Cart - Drafts						
Create Cart						
Assign Substitute						
Drafts Assigned To Me						
Active Cart	Cart Number	Shopping Cart Name	Date Created	Cart Description	Total	Delete
	1096747	2014-02-19 Billy B 02	2/19/2014		93.03 USD	Delete
My Drafts Assigned to Others						
View Cart	Cart Number	Shopping Cart Name	Date Created	Assigned To	Total	Unassign
	1095703	IT Order	2/17/2014	Amanda Administrator	27.98 USD	Unassign

- Once the cart is opened, the information can be verified. If these purchases are not allowable, the reviewing purchaser can click **Return Cart**.

Return Cart Button

Shopping Cart for Billy Buyer [Return Cart](#)

Name this cart: 2014-02-19 Billy B 02

Have you made changes? [Update](#)

MSC Industrial Supply Company MRO [more info...](#)

The item(s) in this group was retrieved from the supplier's website. What does this mean?
Need to make changes? [MODIFY ITEMS](#) | [VIEW ITEMS](#) | Item(s) was retrieved on: 2/19/2014 10:40:32 AM
Line(s): 1

Product Description	Unit Price	Quantity	Total
<p>Item added on Feb 19, 2014</p> <p>Nail and Framing Hammers Claw Style: Straight Head Weight oz: 160 Overall Length Inch: 13 Handle Material: Hickory</p> <p>Part Number: 40914194 Commodity Code: 44130 Hammer, Mallet, Claw Bar, Pinch Bar, Pry Bar, Ripping Bar, Sledge, Wrecking Bar, All Types</p> <p>Add to Favorites Remove More Actions</p>	8.72 USD EA	1	8.73 USD

Office Supplies Vendor 1 [more info...](#)

Product Description	Unit Price	Quantity	Total
<p>Item added on Feb 19, 2014</p> <p>FIRST AID KIT OFFICE 130 PCS</p> <p>Part Number: ACM60002 Manufacturer Info: ALM60002 - (Acme United Corporation) Commodity Code: 41431 Emergency Medical Services (EMS) Equipment and Supplies (Including Response Kits, Life Support Kits, Trauma Kits, etc.)</p> <p>Add to Favorites Remove More Actions</p>	45.25 USD EA	1	45.25 USD

Viking Electric MRO [more info...](#)

Product Description	Unit Price	Quantity	Total
<p>Item added on Feb 19, 2014</p> <p>1807 FRIG'S ELECTRICIAN'S HAMMER</p> <p>Part Number: KLC 00710 Manufacturer Info: 80718 - (KLEIN TOOLS) Contact: 13-28100-200 more info... MRO-Electrical and Plumbing Connect Supplies (incl. change... Commodity Code: 44130 Hammer, Mallet, Claw Bar, Pinch Bar, Pry Bar, Ripping Bar, Sledge, Wrecking Bar, All Types</p> <p>Add to Favorites Remove More Actions</p>	39.05 USD EA	1	39.05 USD

- This action allows you to add a note and return it to the original purchaser for adjustments. This cart looks okay, so I will click **Cancel**.

Return Cart

Return Cart To: Billy Buyer

Add comment for Purchaser:

[Return](#) [Cancel](#)

- Once the cart is ready, I will click the **Proceed to Checkout** button.

Shopping Cart for Billy Buyer [Return Cart](#)

Name this cart: 2014-02-19 Billy B 02

Have you made changes? [Update](#)

[Continue Shopping](#)

3 Item(s) for a total of **93.03 USD**

[Proceed to Checkout](#) or [Assign Cart](#)

[Help](#) [Empty cart](#) Perform an action on (1 items selected) [Select All](#)

6. All of my checkout information is correct, so I will click Place Order. The cart has now become a requisition and will create a WISBuy order by clicking the **Place Order** button..

[View My Cart](#)
[Shipping](#)
[Billing](#)
[Notes](#)
[Order Review](#)

Looks good!
You can review your order details below and, when you are ready, use the **Assign Cart** or **Place Order** button to complete your purchase.

Order Review

+

Shipping

+

Billing

+

Notes

-

Lines

MSC Industrial Supply Company MRO


Nail and Framing Hammers; Claw Style: Straight; Head Weight oz: 160; Overall Leng...	8.73 USD
Unit Price 8.73	
Quantity 1 EA	

Office Supplies Vendor 1

FIRST AID KIT OFFICE 130 PCS	45.25 USD
Unit Price 45.25	
Quantity 1 EA	

[Go To Advanced Checkout](#)

Order Confirmation



Congratulations! You have successfully submitted your order. To view or print a copy, click [Quick View](#) or view its status on the [Approvals Tab](#).

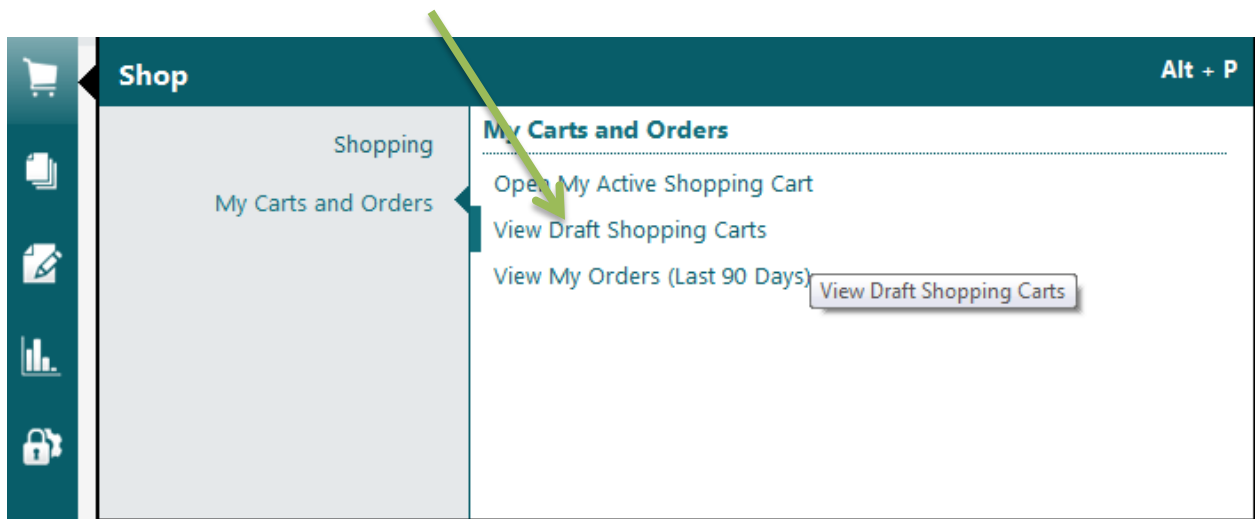
Here is a summary of your order. You can also find this order at any time via the **order history** link in the main navigation bar at the top of the page.

Shopping Cart name	2014-02-19 Billy B 02
Order date	2/27/2014
Order total	53.98 USD
Number of line items	2

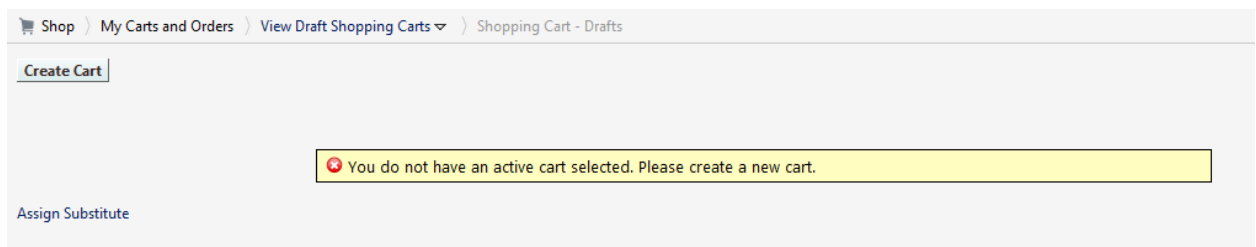
What would you like to do next? Here are links to some common actions.

- [Search for another item](#)
- [View order history](#)
- [Return to Shopping Home page](#)
- [Create new draft cart](#)

7. Now, we will go back to draft carts to view my remaining carts to process by clicking this link followed by **View Draft Shopping Carts**.



8. Once there are no carts to review, the Drafts Assigned To Me area is no longer visible.



This concludes the lesson on Reviewing an Assigned Cart in WisBuy. For further assistance, please contact WisBuy@Wisconsin.gov or visit the website.